



Regional Leadership Conference

Job Interview Application

Materials Rating Sheet

Points given may range between zero and maximum number indicated.

Application Form

Neatness and legibility	15	
Completion of form	15	
Instructions followed	10	40

Letter of Application

Neatness and accuracy	5	
Completeness of details	10	
Evidence of skills	10	25

Resume

Neatness and accuracy	5	
Completeness of detail	10	
Evidence of skills	10	25

Career Objective

Is the student qualified for the position to which he/she has applied (or will be qualified by the end of the year)

10

SCORE _____/100

Deduct five (5) points for not adhering to event guidelines/submission guidelines (_____)

FINAL SCORE _____/100

Name: _____

School: _____

City: _____ Region: _____

Judge's Signature: _____

Judge's Comments:



FBLA Job Interview

Interview Rating Sheet

☐ Regional Level

☐ Preliminary Round

☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1–2	3–4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1–2	3–4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1–3	4–7	8–10	
Professional appearance	0	1–2	3–4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1–5	6–10	11–15	
Relates previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1–5	6–10	11–15	
Possesses knowledge about the position and career field	0	1–3	4–7	8–10	
Possesses excellent communication skills and uses appropriate grammar and uses appropriate length of time to answer questions.	0	1–5	6–10	11–15	
Participant asks questions that demonstrate interest in organization and understanding of position.	0	1–2	3–4	5	
Application Materials					
Effectiveness of application materials (resume, letter of application, and job application)	0	1–5	6–10	11–15	
Subtotal					/100 max.

Continued on Following Page

Job Interview – Continued

Penalty Points Deduct five (5) points for failure to fully follow the guidelines.
RLC Final Score Objective Test 85% _____ + Interview 15% _____ = Overall Score 100% _____
SLC Preliminary Round Objective Test 85% _____ + Materials 10% _____ = Overall Score 100% _____
SLC Final Round Preliminary Round Score 50% _____ + Final Round Interview 50% _____ = Overall Score 100% _____

Name(s): _____

School: _____ State: _____

Judge's
Signature: _____ Date: _____

Judge's
Comments: